

Welcome

MontCAS

Montana Comprehensive Assessment System

OPI Assessment and Data Conference

Doing It Right

Smarter Administration/Student Registration Data

Sessions 1 and 2

January 2015



Agenda

- Introduction and Overview
- Manuals and Training:
 - TAM and Checklists
 - Other Resources
- ART: Assessment Registration Tool
- Scheduling and Timing
- Test Administration
 - Using the Administrator Portal
 - Using the Student Portal
 - Classroom Activity and Performance Tasks
- Practice and Training Tests
- Test Security

Introduction

- Measured Progress, Smarter, OPI staff
- Wonderful things about Montana Smarter
 - The entire grade does not have to test at the same time
 - More than one grade can test at the same time in the same room.
 - Students in different grades taking different tests (Math performance task, ELA computer adaptive, etc.) can all test in the same room.
 - In 2015, test is adaptive unlike the fixed form of the field test

Overview

- Managing Expectations
- Participation
- Test Administrators
- Online reporting
 - Students who move
 - Accommodations
- Registration Deadlines
- Other Important Sessions

Managing Expectations

- Common Core Standards are more rigorous
- Impact of CAT on high-scoring students
- Use professional judgment
 - Does a student or group of students need a break?
- Maintain a positive attitude

Participation

- Grades 3-8 and 11
- Montana Accredited Schools
- BIE Schools
- Not included in participation
 - First year in United States school LEP students do not participate in the ELA
 - Home school students
 - Private non-accredited schools
 - Treatment Centers and Non-accredited Correctional Facilities
 - Part time enrolled students test in resident school
 - Montana Youth Challenge Academy
 - Job Corps

Test Administrators

- System and school-wide training to include test administrators, emergency substitutes, IT and data staff
 - Sign in log for trainers and attendees
 - Complete and keep on file
 - 2015 MontCAS Test Security Guidelines
- Only certified educators employed by the system or school may administer the test.
- Para professionals may assist within sight and sound of the certified educator.
- Plan personnel and procedures for emergencies.

Online Reporting

	AIM	MontCAS Online Reports	OPI	Measured Progress	Other
SMARTER: Student registration	X				
SMARTER: Student registration for designated supports and accommodations				x	
SMARTER: Students who move	X				
SMARTER: Non standard accommodations requests		X			
SMARTER: Testing Irregularities		X	x		
SMARTER: Test submission and test security agreements				X	
CRT: Student registration	X				
CRT: Students who move	x				
CRT: Double starred ** accommodations requests for general education students		x			
CRT: Testing Irregularities		x	x		
CRT: Test security agreements				X	
CRT ALT: Student registration	x				
CRT ALT: Students who move	x			x	
CRT ALT: Double starred ** accommodations requests for general education students					
CRT ALT: Testing Irregularities		x	x		
CRT: Test security agreements				x	
NCSC: Student Registration	x				
NCSC: Students who move	x			x	
NCSC: Testing irregularities		x	x		
NCSC: Test security agreements					xSee NCSC NOTE in following table
All Spring 2015 Assessments: Non-participation reason		x			

Links to Online Reporting

AIM	Use system/school login
MontCAS Online Reports <ul style="list-style-type: none"> • Smarter Non-Standard Accommodations • CRT Double Starred Accommodations • Testing Irregularities • Non Participation 	https://apps.opi.mt.gov/MontCAS/frmLogin.aspx
OPI	OPI Assessment Contacts
Measured Progress Help Desk for Smarter and the CRT and CRT-Alt	888-792-2741 montanahelpdesk@measuredprogress.org
Measured Progress: <ul style="list-style-type: none"> • Smarter Test and Test Security Agreement • Test Submission • ART Designated Supports and Accommodations 	mtsmarter.measuredprogress.org
<ul style="list-style-type: none"> • Measured Progress: CRT and CRT-Alt Test Security Agreement s 	iservices.measuredprogress.org
<ul style="list-style-type: none"> • NCSC Test Security Agreements 	Test administrators and System Tests Coordinators sign the agreements provided by NCSC. System Test Coordinators keep copies of signed agreements on file. OPI may request copies of the agreements.

Registration (AIM) Deadlines

- Initial registration: January 23
- Detailed information on students who move will be provided after January.
- AIM count date: March 19.
- Enrollment and participation updates in AIM: April 3.

NOTE: Keeping your AIM data correct and up to date will ensure the accurate reporting of participation and assessment results.*

Other Important Smarter Sessions

- Smarter Technology
- Smarter Accommodations
- Smarter Practice and Training Tests
- Smarter Digital Library
- MontCAS Test Security

Manuals

- 5-6 weeks prior to first test session, assessment teams should become familiar with the Smarter test manuals:
 - Smarter TAM
 - ART User Guide
 - Usability, Accessibility, and Accommodations Guidelines
 - Test Security Guidelines
 - MontCAS Online Reporting System User Guide

Smarter TAM

- Test Security
- General rules for testing
- CAT, Classroom Activity, Performance Task
- Instructions for test administration
- Checklists

Recommended Trainings for Assessment Teams

System Test Coordinators, School Coordinators, Administrators, Assessment Teams	Training Location
Setting the Stage 1: Preparing for the MontCAS 2014-2015	http://www.keysurvey.com/f/689819/24ec/
Setting the Stage 2: Accommodations and Technology	http://www.keysurvey.com/votingmodule/s180/f/699941/7a9b/
Setting the Stage 3: Test Administration Manual	http://www.keysurvey.com/f/701080/227d/
Setting the Stage 4: Data and Registering Students for the MontCAS	http://www.keysurvey.com/f/701081/1d9d/
Smarter Digital Library	http://www.keysurvey.com/f/709006/16f3/

Recommended Trainings for Test Administrators

Test Administrators	Training Location
Smarter Test Administration for Test Administrators	To be posted online after the conference
Test Security	To be posted online after the conference
Data Security	To be posted online after the conference

ART

- Assessment Registration Tool
 - And Much More
- Replaces TIDE
- Access through the Measured Progress Portal
- Some similarities to MARS
 - Logins, passwords, and rights assigned
 - Student information

Uses for ART

- Create users
 - Such as System Test Coordinators, Principals, Test Administrators
 - Lock, unlock, delete and reset users
- Add and edit student accommodations
- Schedule test sessions

ART User Hierarchy

OPI

- Designates System Test Coordinators to receive passwords for their system and schools.
- Systems can request more than one system level password with rights.

System Test Coordinators

- Designate school principals/authorized representatives and/or school test coordinators to receive passwords and roles for their schools.

School Principals/Authorized Representatives and/or School Test Coordinators

- Designate school educators to received passwords and roles for their schools.

ART Users and Roles

	OPI Assessment Staff	OPI AIM Staff	System Test Coordinator	Principal/Auth Rep/School Test Coord	Test Admini- strator	Special Education Staff	Educator	Other
Designate System Test Coordinator and System Staff	X							
Register enrolled students and students who move		X						
Designate school ART users and roles			X	TBD				
Test Administration			X	TBD	X	TBD	TBD	TBD
Register students for supports and accommodations			X	TBD	TBD	TBD	TBD	TBD
Modify student information if necessary			X	TBD	TBD	TBD	TBD	TBD
Interim assessments			X	TBD	TBD	TBD	TBD	TBD
Digital Library***			X	TBD	TBD	TBD	TBD	TBD
Reports			X	TBD	TBD	TBD	TBD	TBD

TBD = To be determined by System Test Coordinator

***** For quickest access, contact Pam Birkeland, pbirkeland@mt.gov**

Username and Passwords

- You must have an authorized username and password in order to log in.
- You can use the same username and password to access all other Smarter Balanced online systems to which you have access.
 - Digital Library
- Your login information is private and should not be shared with anyone else, if others need access, they should obtain their own login credentials. It is an irregularity to share login information


AIM and ART


- Changes to students information must be recorded in AIM
- Updates will then be applied to ART by Measured Progress or the State
- NOTE Exception:
 - Accessibility must be entered in ART by Systems/School.
- Verify students are entered correctly well ahead of scheduling test sessions

Accessing ART



Activate User

Smarter Balanced Single Sign On



- Password must be reset.

Please Log In

Enter your username and password to log into the Smarter Balanced applications. After you log in, you will automatically be directed to the application you selected.

Old Password

New Password

Minimum 6 characters, including one number


Confirm Password

Enter your new password again

[Forgot Your Password?](#)


Submit

Cancel



Montana Service Desk can be accessed by phone or email: (888)792-2741 or montanahelpdesk@measuredprogress.org

Logging In



The image shows a login form with three main components: a Username field, a Password field, and a Log In button. Each component has an orange arrow pointing to it from the right. The Username field is labeled 'Username' and 'Enter your email address'. The Password field is labeled 'Password' and 'minimum 8 characters, including one number'. Below the Password field is a link that says 'Forgot Your Password?'. The Log In button is a dark grey rectangle with the text 'Log In' in white.

Username
Enter your email address

Password
minimum 8 characters, including one number

[Forgot Your Password?](#)

Log In

You can log in to the portal at
<https://mtsmarter.measuredprogress.org>

Navigating ART Home Screen

Smarter Balanced Assessment Consortium

Administration and Registration Tools

Resources | Logged in as: David Lopez | Tenant: STATE - WI | Logout

slide to view scheduling options

Assessments

- Select Assessments**
Select an assessment to download from Test Item Bank
- Add/Modify Assessment Information**
Add Assessment Windows, Opportunities, Delay Rules and Eligibility Rules
- View Participation Reports**
View summary and detailed reports of student testing status

Registration

- Upload Institutions, User and Students**
Upload files for institutions, personnel and students (including accommodations)
- Upload Explicit Student Eligibility**
Upload explicit student eligibility for assessments
- Create/Modify Institutions**
Create or modify school, district and state information
- Create/Modify Students**
Create or modify student information including accommodation
- Create/Modify User**
Create or modify personnel information including roles
- Create/Modify StudentGroups**
Create or modify student group that associate personnel with students

Navigating ART Home Screen

Smarter Balanced Assessment Consortium

Administration and Registration Tools

Resources | Logged in as: David Lopez | Tenant: STATE - WI | Logout

slide to view scheduling options

Assessments

- Select Assessments**
Select an assessment to download from Test Item Bank
- Add/Modify Assessment Information**
Add Assessment Windows, Opportunities, Delay Rules and Eligibility Rules
- View Participation Reports**
View summary and detailed reports of student testing status

Registration

- Upload Institutions, User and Students**
Upload files for institutions, personnel and students (including accommodations)
- Create/Modify Institutions**
Create or modify school, district and state information
- Create/Modify Students**
Create or modify student information including accommodation
- Create/Modify User**
Create or modify personnel information including roles
- Upload Explicit Student Eligibility**
Upload explicit student eligibility for assessments
- Upload Student Groups**
Upload file that associate personnel with students
- Create/Modify StudentGroups**
Create or modify student group that associate personnel with students

Navigating ART

Left Navigation Menu

The screenshot shows the Smarter Balanced Assessment Consortium (SBAC) Administration and Registration Tools (ART) interface. The left navigation menu is open, displaying various options. An orange arrow points to the 'Select Assessments' option. The main content area shows the 'Test Spec Bank Assessment Search' page. It includes a search filter for 'Subject Code' and a table of results.

Save	Assessment Name
	CC-TS2-11-12-TEST3-I-1
	CC-TS2-11-12-TEST3-I-2

Total results found: 2


Register Designated Supports and Accommodations

Test Registration Application

Register Designated Supports and Accommodations

Search for Students

Regist

 **Student Search**

Search Filters

☐ Show students with accommodation subjects that Don't match assessments




State Abbreviation:





District Identifier:



School Identifier:

Student Identifier:


Entry Grade Level:

  Search  New

 Export All to Excel  Export All to CSV  Export Search Results to Excel  Export Search Results to CSV

Student Identifier ↑	Organization Name	Name of Institution	State Abbreviation	Last Name	First Name	Middle Name	Sex	Birth Date	Entry Grade Level	
STUDENT1	Sample District	Sample School	MT	Student	Sample		Male	2006-05-03	03	 





Total results found: 1 Page: **1**



Test Registration Application

Add Student Accessibility Resources (Designated Supports and Accommodations)

Accessibility Features


	 Subject	American Sign Language	Color Contrast	Closed Captioning	Language	Masking	Permissive Mode	Print On Demand	Print Size	Stream Inter
	MTH	Do not show ASL vi	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...
	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...



Test Registration Application

To Change Designated Supports or Accommodations

Edit a Student

Reg 

Student Search



Search Filters





☐ Show students with accommodation subjects that Don't match assessments



State Abbreviation: District Identifier:

School Identifier: Student Identifier:

Entry Grade Level:

 Search  New

 Export All to Excel  Export All to CSV  Export Search Results to Excel  Export Search Results to CSV

Student Identifier ↑	Organization Name	Name of Institution	State Abbreviation	Last Name	First Name	Middle Name	Sex	Birth Date	Entry Grade Level	 
STUDENT1	Sample District	Sample School	MT	Student	Sample		Male	2006-05-03	03	

Total results found: 1 Page:

Test Registration Application

To Change Designated Supports or Accommodations

Edit a Student

Warning: You have unsaved changes

Edit Student Information

★ Indicates required field

★ State Abbreviation: MT

★ School Identifier: 1234Sample

First Name: Sample

Middle Name: D

★ External SSID: STDNT1234

Hispanic or Latino Ethnicity: ☐

American Indian Or Alaska Native: ☒

Asian: ☐

Black Or African American: ☐

White: ☒

Native Hawaiian Or Other Pacific Islander: ☐

Demographic Race Two Or More Races: ☐

IDEA Indicator: ☐

LEPStatus: ☐

Economic Disadvantage Status: ☐

Migrant Status: YES

District Identifier: SAMPLE123

★ Student Identifier: STUDENT1

Last Name: Student

Birth Date: 2008-05-03

★ Confirmation Code: Sample

★ Entry Grade Level: 03 - Third Grade

★ Sex: Male

Language Code: English, Middle (

First Entry Date Into US School:

Limited English Proficiency Entry Date:

LEP Exit Date:

Title III Language Instruction Program Type: Select...

Primary Disability Type: Select...

★ Section 504 Status: NO

English Language Proficiency Level: PROFICIENT

Accommodations

Subject	American Sign Language	Color Contrast	Closed Captioning	Language	Masking	Permissive Mode	Print On Demand	Print Size	Streamlined Interface	Text to Speech	Translation	Non-Embedded Designated Supports
MTH	Do not show AS L videos	Select...	Select...	English	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...

Not Eligible for any Assessments

✓ Save ✕ Cancel

Add Users

Test Registration Application

Create/Modify User



Test Registration Application User Search

User Search

Search Filters

☐ Only show users with errors!

First Name:
Last Name:

Email Address:
State Abbreviation:

First Name ↑	Last Or Surname	Email Address	Telephone Number	Role Associations				
				Role	Associated Entity Name	Level	State Abbreviation	
Gregory	Ma	GregoryRMa@trashymail.com	802-357-3579	School Coordinator		INSTITUTION	CT	
				District Coordinator		DISTRICT	CT	
George	Smith	Gsmith@ca.k12.de.us	555-555-5555	State Coordinator		STATE		
Jacqueline	Perrault	JacquelineGPerrault@pookmail.com	480-523-5284	School Coordinator		INSTITUTION	CT	
Lisa	Cohen	LisaKCohen@mailinator.com	802-357-3579	School Coordinator		INSTITUTION	DE	
				District Coordinator		DISTRICT	DE	
Morris	Cox	MorrisJCox@dodgit.com	660-357-8502	School Coordinator		INSTITUTION	DE	
Richard	Ferris	RichardAFerris@pookmail.com	660-357-8502	School Coordinator		INSTITUTION	CT	
Ruby	Reyes	RubyJReyes@pookmail.com	480-523-5284	School Coordinator		INSTITUTION	DE	
demo	User	Upload206@example.com		Test Author		INSTITUTION	CT	
First	Last	Upload218@example.com	555-555-5555	Data Quality Management Lead		STATE		
Anthony	Dacosta	Upload37@example.com	662-718-2255	School Coordinator		INSTITUTION	ND	

Total results found: 20
Page: Next Last

Test Registration Application

Create a New User

Role Associations

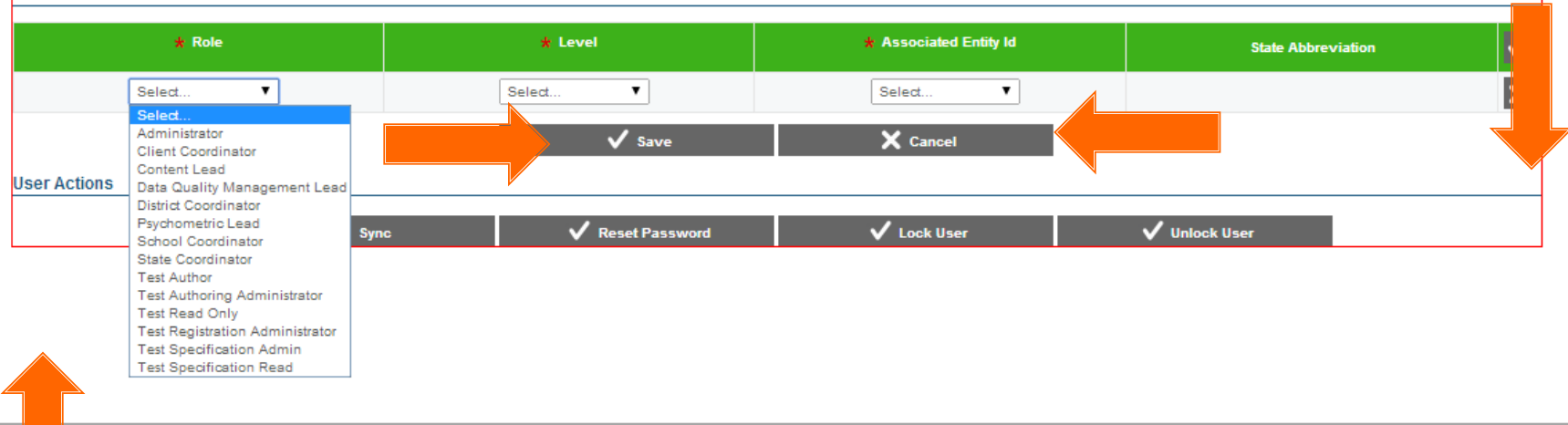
* Role	* Level	* Associated Entity Id	State Abbreviation
Select...	Select...	Select...	
✓ Save		✕ Cancel	

User Actions

Sync	✓ Reset Password	✓ Lock User	✓ Unlock User
------	------------------	-------------	---------------

Role List:

- Select...
- Select...
- Administrator
- Client Coordinator
- Content Lead
- Data Quality Management Lead
- District Coordinator
- Psychometric Lead
- School Coordinator
- State Coordinator
- Test Author
- Test Authoring Administrator
- Test Read Only
- Test Registration Administrator
- Test Specification Admin
- Test Specification Read



Test Registration Application

Edit a User

Edit User Information * Indicates required field

* First Name: * Last Or Surname:

* Email Address: Telephone Number:

Role Associations

* Role	* Level	* Associated Entity Id	State Abbreviation	
School Coordinator	INSTITUTION	1234Sample - Sample School	MT	

Cancel

User Actions

Sync

Reset Password

Lock User

Unlock User



Test Registration Application

Delete a User

Edit User Information* Indicates required field

* First Name:

* Last Or Surname:

* Email Address:

Telephone Number:

Role Associations

* Role	* Level	* Associated Entity Id	State Abbreviation	
School Coordinator	INSTITUTION	1234Sample - Sample School	MT	

Cancel

User Actions

Sync

Reset Password

Lock User

Unlock User

Test Administration

Estimated Timing Tables

Content Area	Grades	Computer Adaptive Test (CAT) items hrs : mins	Performance Task (PT) hrs : mins	Total hrs : mins	Classroom Activity (administered prior to the PT)* hrs : mins	Total hrs : mins
English Language Arts/Literacy	3–5	1:30	2:00	3:30	:30	4:00
	6–8	1:30	2:00	3:30	:30	4:00
	HS	2:00	2:00	4:00	:30	4:30
Mathematics	3–5	1:30	1:00	2:30	:30	3:00
	6–8	2:00	1:00	3:00	:30	3:30
	HS	2:00	1:30	3:30	:30	4:00
Both	3–5	3:00	3:00	6:00	1:00	7:00
	6–8	3:30	3:00	6:30	1:00	7:30
	HS	4:00	3:30	7:30	1:00	8:30

Scheduling Considerations

- Computer Adaptive Test (CAT) must be completed 45 days after started or close of test window, whichever occurs first
- Classroom Activity must be completed no later than 3 days before Performance Task (PT)
- Performance Task must be completed within 10 days after started

Session Preparation

- Download secure browsers on all testing stations.
- Test headphones, microphones, appropriate technology.

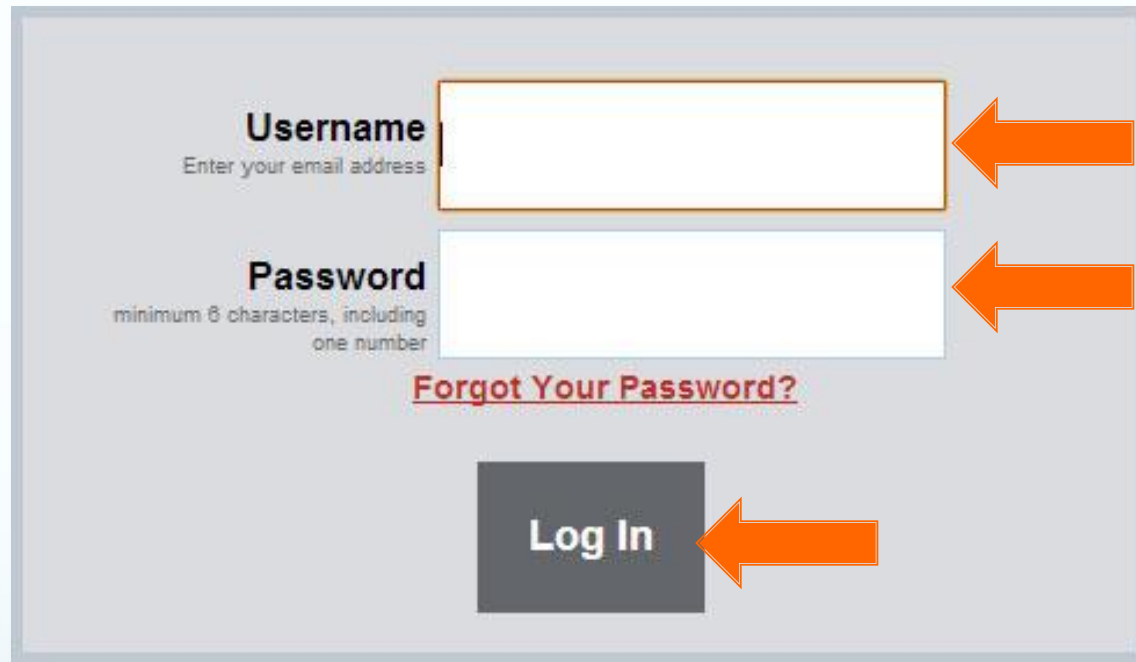
THE TEST ADMINISTRATOR INTERFACE

Test Administrator Interface

To access the Test Administrator Interface,
Test Administrators log into the Montana
Smarter Balanced portal at:

<https://mtsmarter.measuredprogress.org>

Test Administrator Interface Logging In



Username
Enter your email address

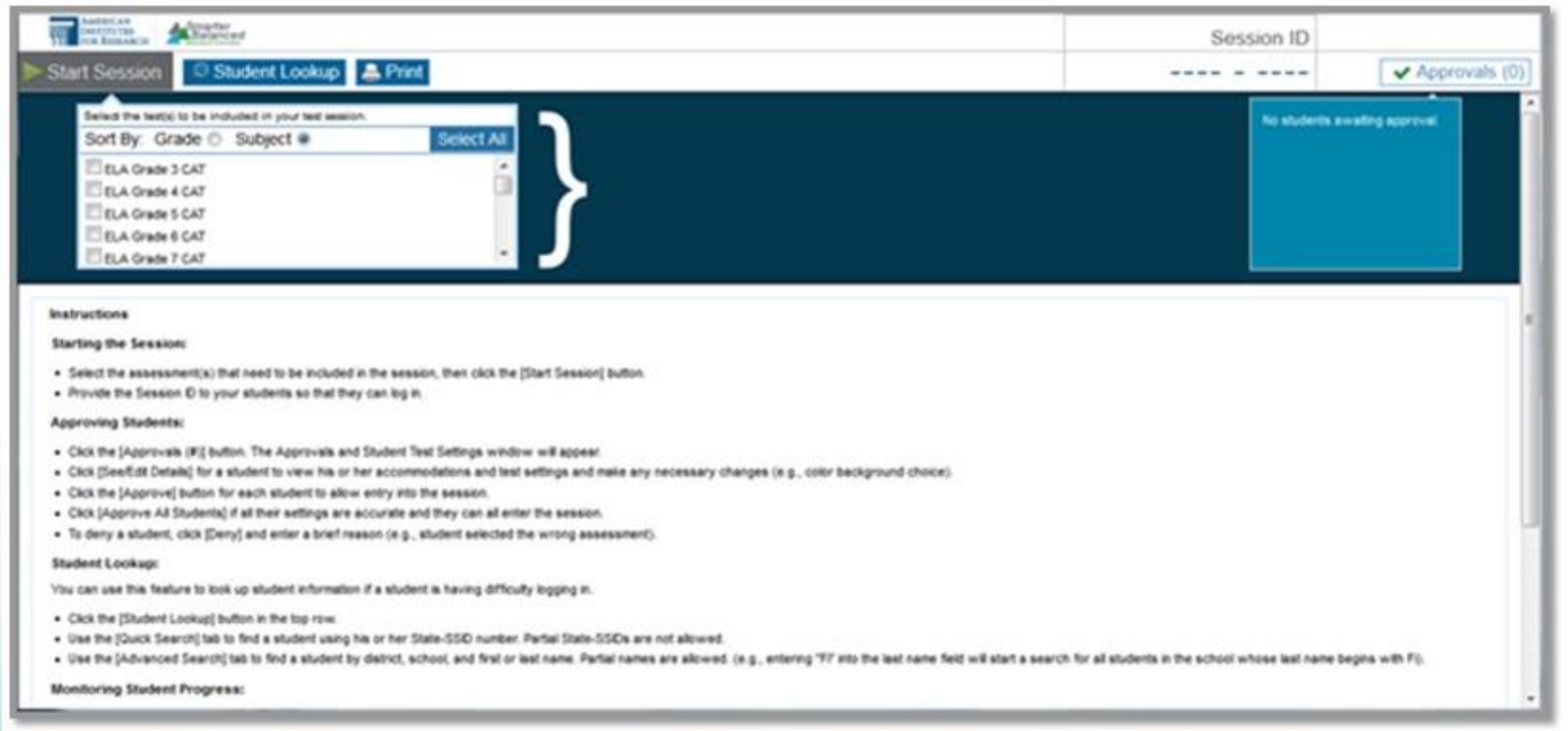
Password
minimum 8 characters, including one number

[Forgot Your Password?](#)

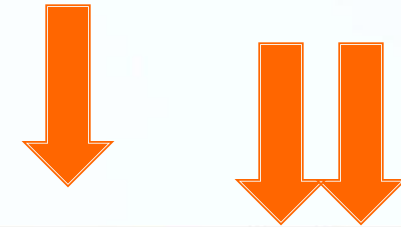
Log In

If you can't access the test administrator interface, contact the Montana Service Desk can be accessed by phone or email: (888)792-2741 or montanahelpdesk@measuredprogress.org

Test Administrator Interface Overview



Test Administrator Interface Navigation



Smarter Balanced Assessments

Logged in as: SchoolUser2 | Help | Log Out

Smarter Balanced

Stop Session | Student Lookup | Print | Refresh Now

Session ID: Demo-1234

Approvals (0)

Select the test(s) to be included in your test session.

Sort By: Grade | Subject | Select All

- ☒ G3 Math
- ☒ G3 Math 1 PT
- ☒ G3 Math ClassPT A
- ☒ G3 Math ClassPT B
- ☒ G3 ELA

No students awaiting approval.

Instructions - Click to expand/collapse

Students in your test session

Students in Session | Approved Requests

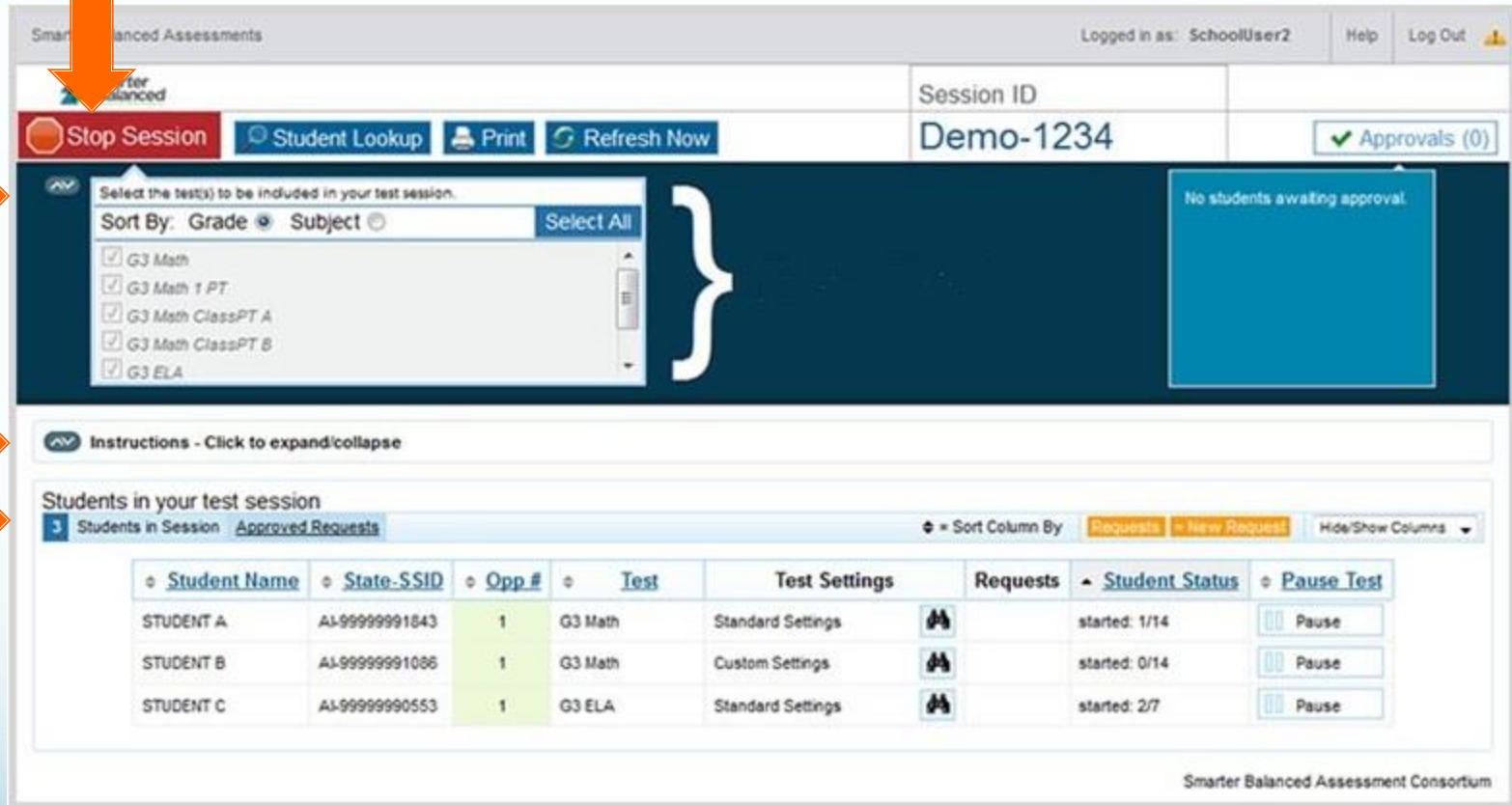
Sort Column By: Requests | New Request | Hide/Show Columns

Student Name	State-SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings		started: 1/14	Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings		started: 0/14	Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings		started: 2/7	Pause

Smarter Balanced Assessment Consortium

Test Administrator Interface

Start/Stop Session



Smarter Balanced Assessments

Logged in as: SchoolUser2 Help Log Out

Session ID: Demo-1234 Approvals (0)

Stop Session Student Lookup Print Refresh Now

Select the test(s) to be included in your test session.

Sort By: Grade Subject Select All

- ☒ G3 Math
- ☒ G3 Math 1 PT
- ☒ G3 Math ClassPT A
- ☒ G3 Math ClassPT B
- ☒ G3 ELA

No students awaiting approval.

Instructions - Click to expand/collapse

Students in your test session

Students in Session Approved Requests

Sort Column By Requests New Request Hide/Show Columns

Student Name	State-SSID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings		started: 1/14	Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings		started: 0/14	Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings		started: 2/7	Pause

Smarter Balanced Assessment Consortium

Test Administrator Interface

Student Lookup

Session ID: IO-4B7R-123 Approvals (0)

Stop Session Student Lookup Print Refresh Now

Select the test(s) to be included in your test session.
Sort By: Grade Subject
G3 Math
G3 ELA

Search: Quick Search Advanced Search

No students awaiting approval. Close

1. Enter Search Parameters

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

District: AIR SCHOOL (AI_9999_999999)
Grade: 05
First Name: Enter a First Name
Last Name: Campbell
Search

2. Search Results

Click on the binoculars to view details for that student.

More Info	State-SID	Last Name	First Name	Grade
	AI-1212454535	Campbell	Jane	05
	AI-8792542789	Campbell	Jason	05
	AI-1533103245	Campbell	Jean	05
	AI-1057133112	Campbell	Jeanne	05
	AI-1058377763	Campbell	Jerry	05
	AI-1058573741	Campbell	Jonathan	05

3. Student Details

Campbell, Jane
Birthday: 10/3/1983
Grade: 05
School: AIR
SCHOOL(AI_9999_999999)
District: AIR
DISTRICT(AI_9999)

Printing Test Session Information



Create a Test Session

The screenshot displays a web interface for creating a test session. At the top, there are three buttons: 'Start Session' (highlighted by an orange arrow), 'Student Lookup', and 'Print'. Below these is a section titled 'Select the test(s) to be included in your test session.' It includes a 'Sort By' dropdown menu with 'Grade' selected, a 'Select All' button (highlighted by an orange arrow), and a list of test items with checkboxes: 'G3 Math' and 'G3 Math 1 PT'. Below this is a table with two columns. The first column is labeled 'Session ID' and contains the text 'Demo- 1234' (highlighted by an orange arrow). The second column contains a green checkmark icon and the text 'Approvals (0)'. At the bottom of the table, a blue box displays the message 'No students awaiting approval.'

Session ID	
Demo- 1234	✓ Approvals (0)

No students awaiting approval.

Student Lookup

Search: Quick Search Advanced Search Close

1. Enter Search Parameters

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

AIR SCHOOL (AI_9999_999999) ▾

Grade 05 ▾

First Name
Enter a First Name

Last Name
Campbell

Search

2. Search Results

Click on the binoculars to view details for that student.

More Info	State-SSID	Last Name	First Name	Grade
	AI-1212454535	Campbell	Jane	05
	AI-3792542789	Campbell	Jason	05
	AI-1533103245	Campbell	Jean	05
	AI-1057133112	Campbell	Jeanne	05
	AI-1058377753	Campbell	Jerry	05
	AI-1058573741	Campbell	Jonathan	05

3. Student Details

Campbell, Jane
Birthday: 10/3/1983
Grade: 05
School: AIR
SCHOOL(AI_9999_999999)
District: AIR
DISTRICT(AI_9999)

Approving Student Entry



Approvals and Student Test Settings ✓ Approve All Students 🔄 Refresh ✕ Done

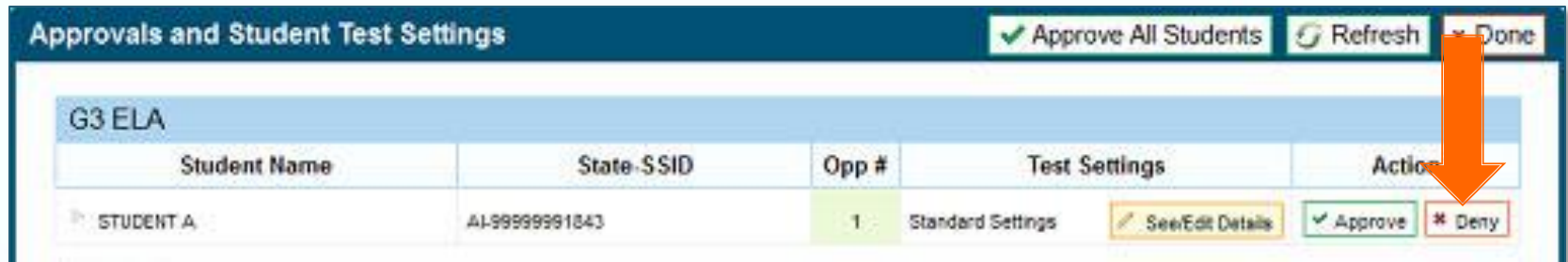
G3 ELA

Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT A	AI-99999991843	1	Standard Settings See Edit Details	✓ Approve ✕ Deny

G3 Math

Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT B	AI-99999991086	1	Standard Settings See Edit Details	✓ Approve ✕ Deny
STUDENT C	AI-99999990553	1	Custom Settings See Edit Details	✓ Approve ✕ Deny

Denying Student Entry



Approvals and Student Test Settings

✓ Approve All Students Refresh Done

G3 ELA

Student Name	State SSID	Opp #	Test Settings	Action
STUDENT A	AI-99999991843	1	Standard Settings	See/Edit Details <input type="button" value="Approve"/> <input type="button" value="Deny"/>

Deny entry to a test session in these circumstances:

- The student is not supposed to enter this session.
- The student's demographic information is incorrect
- The student's required accommodations are incorrect.

Editing Student Details

See/Edit Details

Approvals and Student Test Settings ✓ Approve All Students ↻ Refresh ✕ Done

G3 ELA

Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT A	AI-99999991843	1	Standard Settings	See/Edit Details ✓ Approve ✕ Deny

Approvals and Student Test Settings ✓ Approve All Students ↻ Refresh ✕ Done

G3 ELA

Student Name	State-SSID
STUDENT A	AI-99999991843

G3 Math

Student Name	State-SSID
STUDENT B	AI-99999991086
STUDENT C	AI-99999990553

Test Settings for: STUDENT C

Language: English

Print Size: No default zoom applied

Color Choices: Black on Rose

Print on Request: None

✓ Set & Approve
✓ Set
✕ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

Editing Student Details

Turn Settings On and Off

Approvals and Student Test Settings ✓ Approve All Students ↻ Refresh ✗ Done

G4 Math Practice Test	
Student Name	State-SSID
▶ GUEST	GUEST

☐ Speech-to-Text

Permissive Mode: Permissive Mode Disabled

Text-to-Speech:

Word List:

Strikethrough:

American Sign Language:

Test Shell:

Masking:

Mark for Review:

Print on Request:

Expandable Passages:

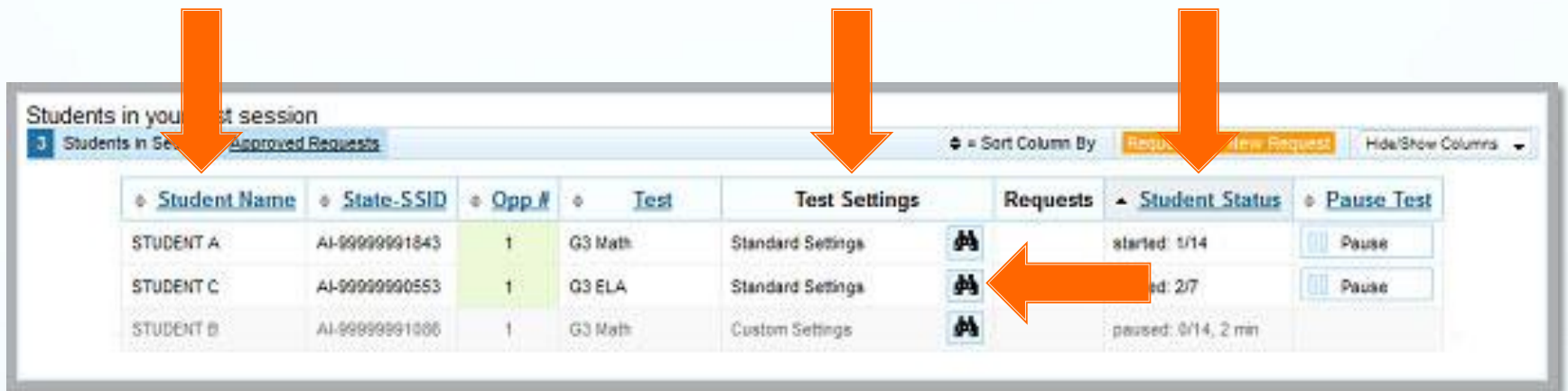
Color Choices:

Highlight:

✓ Set & Approve ✓ Set ✗ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

Monitoring Student Status



Students in your test session

3 Students in Session Approved Requests

Sort Column By Request New Request Hide/Show Columns

Student Name	State-SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-9999991843	1	G3 Math	Standard Settings		started: 1/14	
STUDENT C	AI-9999990553	1	G3 ELA	Standard Settings		ed: 2/7	
STUDENT B	AI-9999991006	1	G3 Math	Custom Settings		paused: 8/14, 2 min	

Print on Demand

Students in your test session

Students in Session = Sort Column By **Requests** = New Request

Student Name	SSID	Opp.#	Test	Accommodations	Requests	Student Status	Pause Test
PARNCUTT, DANIELLE	9999999822	1	Grade 5 ELA	Standard Settings		approved: 0/0	
GARDNER, JAMES	9999999823	1	Grade 8 Math	Standard Settings		started: 20/26	Pause
Leyva-Ortiz, NORMA	9999999827	1	Grade 3 Math	Standard Settings		started: 2/22	Pause

Student Print Request(s) For: Close

Name: **STUDENT C** SSID: **9999999127**

This page displays a request for each passage that a student would like printed. Click [Approve] if you approve the print request, or [Deny] if you do not.

Note: Clicking [Approve] brings up a Print Preview page based on the browser you are using. Click [Print] from that page to send this request to your print station.

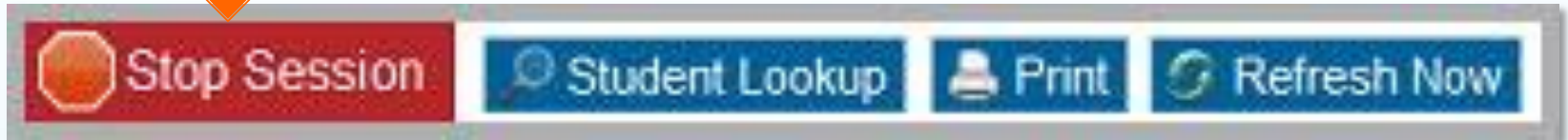
		New Requests	Date & Time of Request
Approve	Deny	Passage for Items 9-15	8/2/2011 11:36:52 AM
Approve	Deny	Item 9	8/2/2011 11:37:08 AM

Pausing and Stopping Sessions

Students in your test session

Students in Session | Sort Column By Requests = New Request

Student Name	SSID	Opp.#	Test	Accommodations	Requests	Student Status	Pause
PARNCUTT, DANIELLE	9999999822	1	Grade 5 ELA	Standard Settings		approved: 0/0	
GARDNER, JAMES	9999999823	1	Grade 8 Math	Standard Settings		started: 20/26	Pause
Leyva-Ortiz, NORMA	9999999827	1	Grade 3 Math	Standard Settings	Print	started: 2/22	Pause

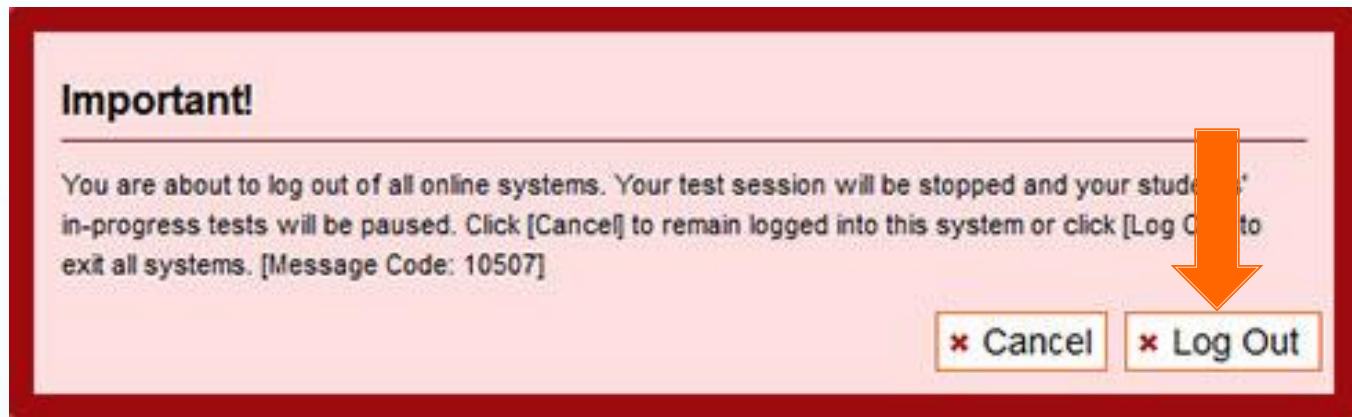


Transferring Sessions

Important

This user currently has an active test session. Enter the Session ID to continue administering the session from this computer/browser. [Message Code: 11604]

Logging Out of the TA Interface



Troubleshooting

Description	What to Do
What should I do if a session ends?	Log in and start a new session. Provide the students with a new Session ID.
What should I do if a student gets logged out of a test while a session is still active?	If a student's test session is interrupted, the student should log back in and rejoin the session.
What should I do if forbidden applications are running?	The Secure Browser will not allow the student to begin testing if forbidden applications are running. You will see messages advising you which applications must be closed before testing can begin.
What should I do if the computer freezes?	Force quit the Secure Browser and log back in. For instructions, refer to the Test Administration Manual.

THE STUDENT INTERFACE

Student Login

Please Sign In

First Name:

State-SSID:

Session ID:



Login Errors

Issue	Error Message	What to Do
Student first name and SSID do not match what is in the system.	Please check that your information is entered correctly. If you need help, ask your TA.	Verify that the student has entered the correct first name and SSID. You may need to use the Student Lookup Tool, which is located in the TA Interface, to verify that the student is in the system.
Student enters the Session ID incorrectly.	Session ID does not exist.	Verify that the student has entered the correct Session ID with no extra spaces or characters.
Student enters an SSID for an incorrect or expired session.	The testing session is closed.	Ensure that the student enters the correct Session ID for the current session. If this does not work, verify that your session is open using the TA interface.

Student Login and Test Selection

Is This You?

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

First Name Anne)

School: Demo School

State-SSID: 123456789

Grade: 06

No

Yes

Student Login and Test Selection

Your Tests

Select a test.



Start G7 Math

This is opportunity 1 of 50



Start G7 ELA

This is opportunity 1 of 50



Start G7 Math Performance Task

This is opportunity 1 of 50



Start G7 ELA Performance Task

This is opportunity 1 of 50

[Back to Login](#)

Login Confirmation

Is This Your Test?

Session ID: lo-4B7R-124

G3 ELA

Color Contrast: Black on White

Language: English

Print on Demand: None

Print Size: No default zoom applied

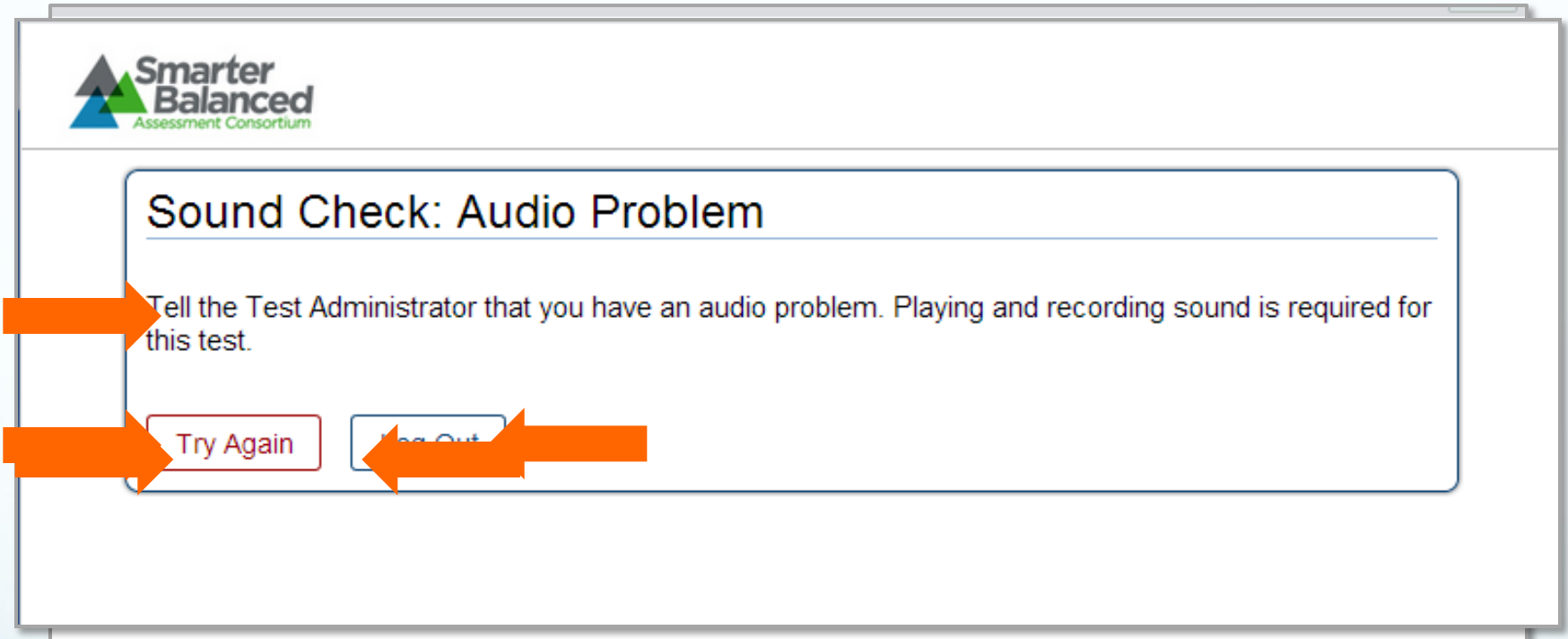
Text-to-Speech: No Text-to-Speech


Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

No

Yes, Start My Test

Sound Check



 Smarter
Balanced
Assessment Consortium

Sound Check: Audio Problem

Tell the Test Administrator that you have an audio problem. Playing and recording sound is required for this test.

[Try Again](#) [Log Out](#)

Help Guide



(State-SSID: GUEST) G4 Math Practice Test (0 out of 27) Questions: 1

ZOOM IN ZOOM OUT SAVE PAUSE BACK NEXT

1

Tanya ran 400 meters on Tuesday. She ran 800 m

What is the total number of meters Tanya ran on t

response box.

1 2 3

Help Guide

Contents

- [Overview of the Student Testing Site](#)
- [Test Rules](#)
- [About Print-on-Demand and Text-to-Speech](#)

Overview of the Student Testing Site

Student, Demo (State-SSID: AI-9999999878) G6 Math Practice Test (22 out of 27) Questions: 22

ZOOM IN ZOOM OUT CALCULATOR PAUSE BACK NEXT END TEST

Zoom buttons Questions dropdown Pause test End Test button

22

Connor is buying tickets to a play. The play he and his friends want to see costs \$4.75 per ticket. Connor has \$26.00 in his pocket.

What is the greatest number of tickets Connor can buy?

Flag for

Accessibility Resources

- Universal Tools
- Designated Supports
- Accommodations

Test Interface



The screenshot displays the MontCAS test interface. At the top, a dark header bar contains a question icon, user information 'GUEST, GUEST (State-SSID: GUEST -346650)', 'G6 ELA (0 out of 29)', and 'Questions: 1 - 4'. Below the header, a toolbar includes 'ZOOM IN' and 'ZOOM OUT' buttons on the left, and 'SAVE', 'PAUSE', 'BACK', and 'NEXT' buttons on the right. The main content area is split into two panes. The left pane shows a reading passage about hiccups, with the first paragraph fully visible and the second partially visible. The right pane displays a question numbered '1' with the prompt: 'Describe Mallory Kievman's personality using information from the text to support your answer.' Below the prompt is a large text box for the answer. Icons for help, chat, and a flag are visible in the top right of the question area.

GUEST, GUEST (State-SSID: GUEST -346650) G6 ELA (0 out of 29) Questions: 1 - 4

ZOOM IN ZOOM OUT

SAVE PAUSE BACK NEXT

1

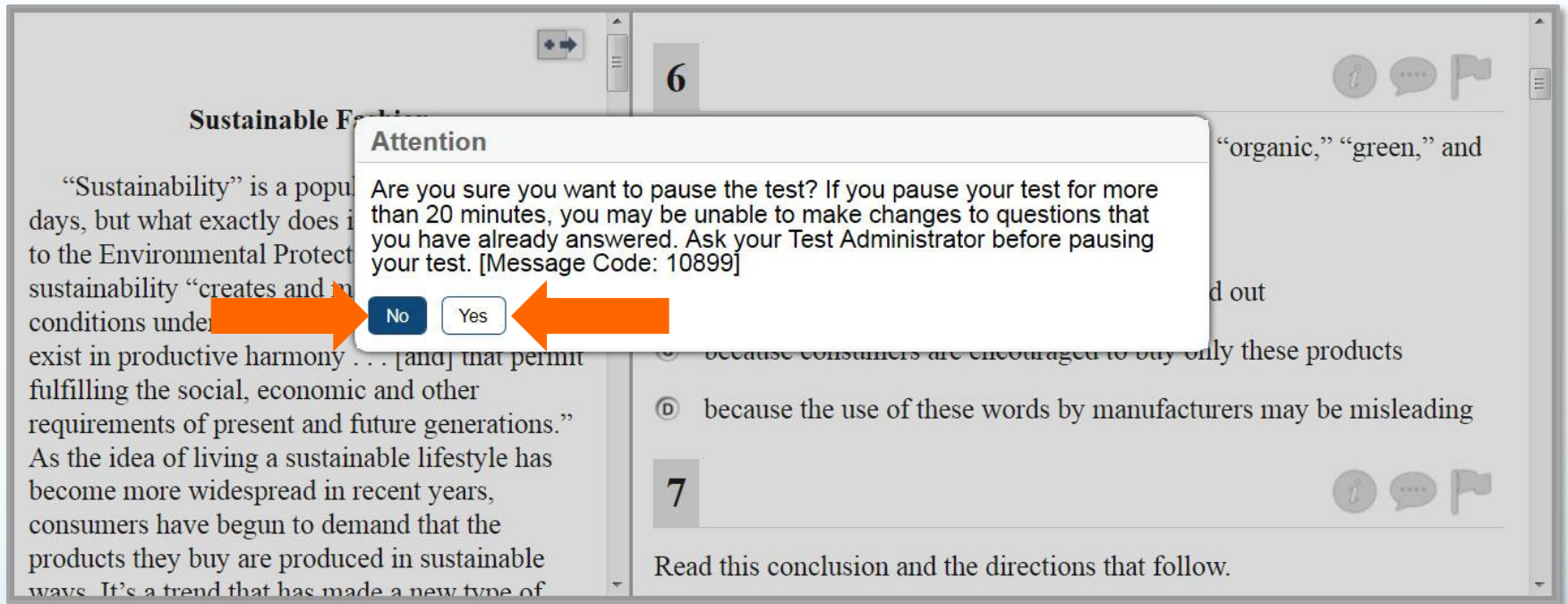
Describe Mallory Kievman's personality using information from the text to support your answer.

Type your answer in the space provided.

A hiccup happens when the diaphragm, a muscle inside your ribcage, contracts. Different events cause the diaphragm muscle to tighten and shorten. For instance, swallowing a fizzy drink bloats the stomach. The pressure from the bloating causes hiccups. Another hiccup trigger is eating spicy foods. Even being surprised or scared can give you the hiccups!

When a hiccup strikes, it also affects the throat and upper body. The hiccupper takes in a quick breath. The back of the hiccupper's tongue moves up, and the throat clamps down. This is what makes the *hic* sound. Other muscles in the neck and chest shorten and tighten. Finally, the hiccupper's heart slows for a moment. Then, after a few seconds, the whole process starts all over again. *Hic! Hic!*

Test Pause



Test Pause Rules

- For performance tasks and for CAT assessments that have been paused for less than 20 minutes, students returning from a break in testing can revisit any items in the current test segment and change their answers if desired.
- Students taking a CAT assessment who have paused their tests for longer than 20 minutes may only return to the most recently visited page containing unanswered test items in the current test segment. They may change any answers present on this page, but may not access any items on previous pages or in previous segments of the test.
- If all items on the most recently visited page were answered prior to pausing, the student will resume the test on the next page with unanswered items, and will not be allowed to access previous pages or segments of the test.

Test Timeout Due to Inactivity

- As a security measure, after 30 minutes of test inactivity, students are logged out and their tests are paused automatically.
- Inactivity is determined by whether or not the student is interacting with the test by selecting answers or using navigation tools. Clicking an empty space on the screen is not considered activity.
- Students will receive a warning message prior to being logged out, and must click OK on the popup within 30 seconds in order to avoid automatic logout and pausing of their tests.
- If a student's test is paused due to inactivity, the same rules apply as when the student intentionally pauses the test.

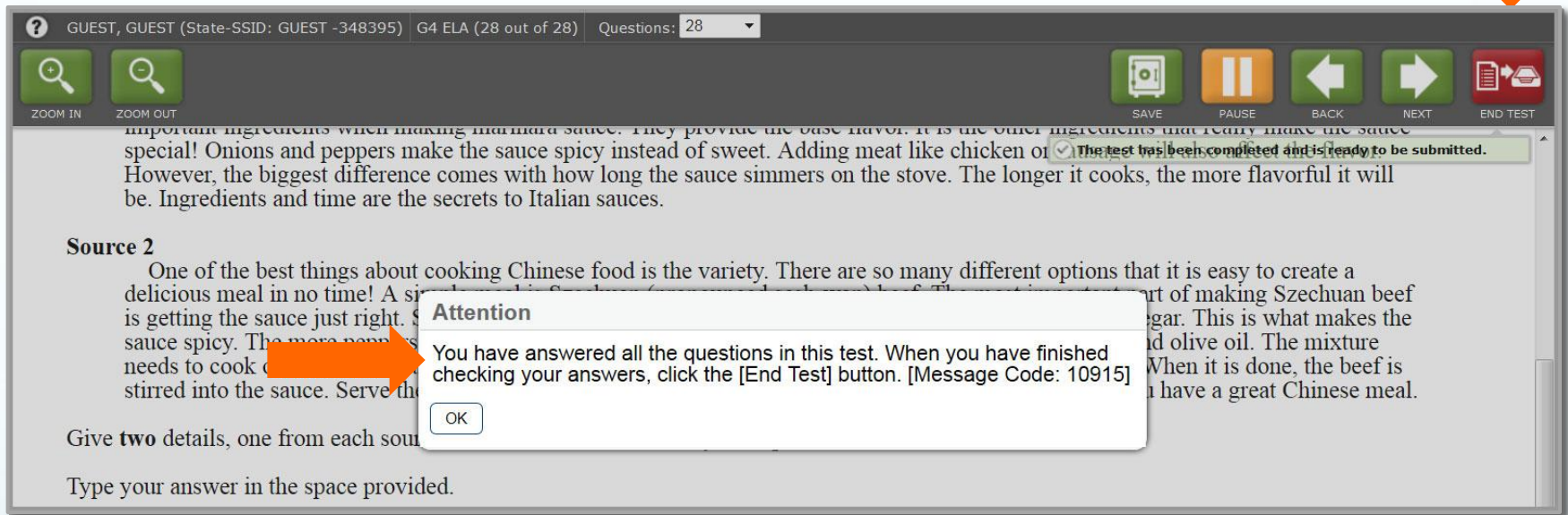
End of Segment



Attention

You cannot come back to this part of the test. Are you sure you want to continue?

Test End



The screenshot shows a test interface for a guest user. At the top, it displays 'GUEST, GUEST (State-SSID: GUEST -348395)' and 'G4 ELA (28 out of 28)'. The 'Questions' dropdown is set to 28. The interface includes 'ZOOM IN' and 'ZOOM OUT' buttons on the left, and 'SAVE', 'PAUSE', 'BACK', 'NEXT', and 'END TEST' buttons on the right. A green notification bar at the top right states 'The test has been completed and is ready to be submitted.' An orange arrow points to the 'END TEST' button. A white 'Attention' dialog box is centered on the screen, containing the text: 'You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]'. The background text is partially obscured by the dialog box and includes a paragraph about Italian sauces and a section titled 'Source 2' about Chinese food.

important ingredients when making marinara sauce. They provide the base flavor. It is the other ingredients that really make the sauce special! Onions and peppers make the sauce spicy instead of sweet. Adding meat like chicken or beef makes it a hearty meal. However, the biggest difference comes with how long the sauce simmers on the stove. The longer it cooks, the more flavorful it will be. Ingredients and time are the secrets to Italian sauces.

Source 2

One of the best things about cooking Chinese food is the variety. There are so many different options that it is easy to create a delicious meal in no time! A simple dish like Szechuan beef (spicy and delicious) has a lot of variety. The first part of making Szechuan beef is getting the sauce just right. The sauce is made with a mixture of soy sauce, vinegar, and sugar. This is what makes the sauce spicy. The more peppers you add, the spicier the sauce will be. The mixture needs to cook for about 10 minutes. When it is done, the beef is stirred into the sauce. Serve the dish with rice and vegetables.

Give **two** details, one from each source.

Type your answer in the space provided.

Attention

You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]

OK

Test End

You have reached the end of the test.

You have reached the end of the test. Reviewing your answers, click [S] to submit the test.

1 - 6

Classroom Activity

- Gives context to the Performance Task
- Approximately 30 minutes long
- Students who miss Classroom Activity

Practice and Training Tests

- Practice Test
 - For teachers, parents, and students
 - Aligned to Common Core Standards
 - Long
 - Practice in content
 - Answer keys and rubrics
- Training Test
 - Short
 - Practice in using tools and features
 - No answer keys or rubrics

Note Taking

- Classroom Activity
 - Students may take notes during the Classroom Activity, but they must be destroyed after the activity
 - Notes on the board and other materials used during the Classroom Activity may not be used during the Performance Task
- Performance Task
 - Students may take notes during the Performance task but may not take them with them or use them again
 - Must be stored securely when collected and then
 - Destroyed securely

Test Security

- Attend conference Test Security Session for more details.
- TAs: Maintain Test Security during session
 - In event of test security incident
 - Make note of item number student left off on
 - Immediately contact System Test Coordinator
 - Follow instructions given by System Test Coordinator
- STCs: Maintain and Report Test Security
 - Notify OPI immediately by phone or email
 - Follow OPI instructions
 - Submit Testing Irregularity Report on MontCAS Online Reporting System.

Security Procedures

As a Test Administrator, you may be tasked with some or all of these activities:

- maintaining a secure testing environment;
- making sure printers are secure;
- securing test materials and student information;
- maintaining security of usernames and passwords;
and
- reporting potential test security incidents.

Additional information about security can be found in the Test Administration Manual as well as at

http://www.opi.mt.gov/curriculum/MontCAS/#gpm1_9

After Session

- Collect all student login cards and notes and store securely.
- Make sure all students are logged off.

End of Test Window

- When all students have submitted their tests:
 - Destroy all notes, login cards, materials, etc.
 - Submit online test completed and Test Security Agreement
 - Scoring cannot begin until both are received.

Links on Conference Site

- Conference Materials
- ART: Recorded Module
- Test Administration: Recorded Module
- http://www.opi.mt.gov/curriculum/MontCAS/#gpm1_9
- Updated Tuesday, January 20, 2015

Further Information

Office of Public Instruction

- Judy Snow – (406)444-3656 – jsnow@mt.gov
 - http://www.opi.mt.gov/curriculum/MontCAS/#gpm1_9
- **Montana Service Desk**
 - Montana Service Desk can be accessed by phone or email:
(888)792-2741
montanahelpdesk@measuredprogress.org